



SECTION ROLES AND RESPONSIBILITIES

Updated: March 2025

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PREFACE

This document was last published in September 2016 as the **Section Guidelines** (aka “Handbook”) and served the purpose of establishing roles and responsibilities for RMSAWWA Officers (i.e., Chair, Chair-Elect, Past Chair, and Treasurer), Trustees, and the chairs of each committee established to serve the RMSAWWA membership. The **Section Guidelines** also defined how committee chairs are selected and recommended plans of succession for those serving as committee chairs.

In December 2020, RMSAWWA adopted a new set By-Laws that covered the conduct, purpose, and governance of the Section and all committees established under it. These changes brought consistency to the Section’s governance in accordance with the **Affiliation Agreement**¹ between RMSAWWA and AWWA and the benefits and support the Section can access through AWWA in accordance with that agreement.

During 2022, the RMSAWWA Governing Board commissioned an update to the **Section Guidelines** that would 1) incorporate changes to bring consistency with the requirements of the December 2020 By-Laws, 2) recognize the role the Section’s Executive Director plays in the operation of the Section, and 3) define the purpose and governance of several committees the Section had chartered since its guidelines were last published. In keeping with its expanded purpose, this document is now called **Section Roles and Responsibilities**. The work by Sean Lieske-Section Past Chair, Elizabeth Carter-former Director, Nina Cudahy-Section Treasurer, Stephanie Elliot-former Section Chair, and Charlie Leder-Trustee for New Mexico in preparing this 2022 edition of **Section Roles and Responsibilities** for the benefit of all RMSAWWA members is gratefully acknowledged.

Please direct all suggestions for improvements and / or changes to this document to the Section’s current Past Chair who also serves as Chair of the RMSAWWA Governing Documents Committee and will refer these suggestions to the whole committee for further consideration as part of that committee’s work each year.

¹ Affiliation Agreement dated September 12, 2009

ABBREVIATIONS

AWWA – American Water Works Association

RMSAWWA – Rocky Mountain Section of American Water Works Association or Section

RMWEA – Rocky Mountain Water Environment Association

ACE – Annual Conference and Exhibition

ED – Executive Director

WTP – Water Treatment Plant

MOU – Memorandum of Understanding

RMSAWWA GOVERNING BOARD

1. Organization:

Membership: Chair, Chair-Elect, Treasurer, Trustees (8), Past Chair, and Director.

Term: See individual officer guidelines for duration of terms.

Reports To: Section membership.

2. Responsibilities:

2.1. Ensure that the Section functions in conformance with all prescribed guidelines and applicable constraints of the Bylaws of the Section and AWWA.

2.2. Acceptance of an appointment to the Governing Board presumes willingness by the appointee to contribute time, effort, and knowledge to advance the Section's objectives.

2.3. Attend all Section meetings.

2.4. Act in an advisory and advocacy capacity to the committee he/she is a liaison, including:

- Meet with new Committee Chairs within the first month after their appointment or annually before the October Board Meeting to provide training on Section practices and policies, including a detailed review of information included in the Section Roles and Responsibilities.
- Support/assist with committee activities including development of the committee's budget.
- Report committee activities to the Governing Board in the absence of the Committee Chair.
- Communicate Board actions to Committee Chairs.
- Assist in obtaining members for each assigned committee.

2.5. Recommend candidates to the Chair for the Outstanding Committee Chair Award and Volunteer Excellence Award.

2.6. Decide all questions coming before the Board by majority vote; seven (7) members constitute a quorum.

2.7. Meet and transact Section business at least twice a year; once in the first quarter of the year (Jan – Mar), which is typically considered a Winter Governing Board Meeting, and the other during the Annual Conference, traditionally held in September. Additional meetings may be held at the Section Chair's discretion, traditionally monthly.

3. Written Reports/Communications:

3.1. As requested by the Section Chair or membership.

DIRECTOR

1. Organization:

Term: Three (3) years commencing after the AWWA Annual Conference and Exhibition (ACE).

Reports To: AWWA Board, liaison to RMSAWWA Governing Board.

Succession: All Past Chairs are eligible. Nominations accepted and/or made by the Nominating Committee. Elected by vote of the general membership.

2. Responsibilities:

- 2.1. Attend regularly scheduled AWWA Board of Directors meetings. Meetings are generally held twice per year (during AWWA ACE and in January). Attend special meetings as scheduled by AWWA.
- 2.2. Make decisions that are in the best interest of AWWA.
- 2.3. Represent AWWA on the RMSAWWA Board.
- 2.4. Attend the initial Incoming Director's Training, annually attend the AWWA Summer Workshop and the Regional Meeting of Section Officers.
- 2.5. Become thoroughly familiar with the AWWA Articles of Incorporation, Bylaws, and Board Policy Manual.
- 2.6. Attend all Section meetings and provide a verbal or written update on the AWWA business plan as detailed by AWWA's regular communication to all Section Directors.
- 2.7. Maintain membership in the Section.
- 2.8. Effectively communicate appropriate board decisions and activities to Sections and/or Councils. Assure that the strategy and activities of Sections/Councils are aligned with the strategy of the Association.
- 2.9. Represent RMSAWWA on the AWWA Board.
- 2.10. Assist in coordinating RMSAWWA and AWWA actions, activities, and functions, particularly in years when the AWWA ACE is held in Denver.
- 2.11. Voting member of RMSAWWA Governing Board.
- 2.12. Provide assistance to and coordination of visiting AWWA Officer(s) throughout their involvement with Section activities, especially the Rocky Mountain Water Conference. Coordinate gift for visiting AWWA Officer at Rocky Mountain Water Conference. Coordinate activities of the visiting AWWA Officer with the Rocky Mountain Water Conference Co-Chairs, particularly Opening General Session and other generally expected participation in events, including participation in the golf tournament, the water taste test, and toilet bowl trivia with the visiting officer(s) from other cooperating organizations.

- 2.13. Coordinate Section get-together during the AWWA ACE.
- 2.14. Coordinate Officers' Dinner during the Rocky Mountain Water Conference.
- 2.15. Abide by Member Code of Practice as contained in the AWWA Board Policy Manual
- 2.16. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.

3. Written Reports/Communications:

- 3.1. As required by Section Chair and/or Governing Board.
- 3.2. On-going reports to RMSAWWA Board and membership regarding AWWA activities.
- 3.3. Resolutions presented in conjunction with cooperating organizations at the social event during the Rocky Mountain Water Conference.

CHAIR

1. Organization:

Term: One (1) year commencing after the Annual Conference.

Reports To: RMSAWWA Governing Board.

Succession: Current Chair-Elect elected by vote of the general membership.

2. Responsibilities:

- 2.1. Supervise and coordinate affairs of the Section.
- 2.2. Work with the Executive Director and other Trustees in good faith as partners toward achievement of the section's goals, mindful that the role of the board is governance, policy, and strategic direction.
- 2.3. Administer Section policy as outlined in the Bylaws or as directed by the Board.
- 2.4. Preside at all meetings of the Section and the Board.
- 2.5. Preside at the Winter Planning Meeting and the Summer Strategic Planning Meeting to advance the mission and vision of RMSAWWA.
- 2.6. Assign special projects and duties to Section Officers, Trustees and Committee Chairs.
- 2.7. Appoint all Committee Chairs, except as provided in the Bylaws.
- 2.8. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.
- 2.9. Represent the Section in an official capacity, as required.
- 2.10. Coordinate selection of the Outstanding Committee Chair and Volunteer Excellence Award winners.
- 2.11. Coordinate selection of the Walter A. Weers Service Award winner and/or Volunteer Excellence in conjunction w/ RMWEA.
- 2.12. Voting member of the RMSAWWA Governing Board.
- 2.13. In coordination with the Executive Director, conduct orientation meeting for new Committee Chairs and Officers.
- 2.14. Support AWWA's charity of choice financially with a minimum contribution of \$50 per year.
- 2.15. Attempt to rectify the situation if a governing board member or committee or committee chair is not adequately functioning or is not discharging their defined duties. If unsuccessful, replace the board member, committee chair, or if necessary, dismiss the entire committee and/or reactivate it in accordance with Section bylaws

3. Written Reports/Communications:

- 3.1. Prepare draft agendas for all Section meetings approximately two (2) weeks prior to the meeting date.

- 3.2. Distribute final agendas approximately one week prior to next meeting.
- 3.3. Select the winner of the Lyle D. Herman Distinguished Service Award and report it to the Awards Committee Chair.
- 3.4. Prepare a column for each edition of *Rocky Mountain Water Magazine*. Highlight committee and volunteer excellence as appropriate.
- 3.5. Disseminate information as required to keep the membership knowledgeable of Section activities.

CHAIR-ELECT

1. Organization:

Term: One (1) year commencing after the Annual Conference.
Reports To: Section Chair.
Succession: Nomination made by the Nominating Committee of a current Trustee or Treasurer. Elected by vote of the general membership.

2. Responsibilities:

- 2.1. Assist the Section Chair in the leadership, guidance, and implementation of the mission of the Section; as it pertains to the vision, mission, core principles, and strategic goals and objectives of the Section and the Association. The Chair Elect assists the Chair in carrying out important tasks and preparing for the role of Section Chair.
- 2.2. Presides over the Board meetings and conference calls in the absence of the Chair
- 2.3. Become acquainted with the duties of the Section Chair.
- 2.4. Attend all Section meetings.
- 2.5. Actively participate in signature events convened by the Section
- 2.6. Voting member of the RMSAWWA Governing Board.
- 2.7. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.
- 2.8. Responsible for updating and furthering the Section's Strategic Plan. Procedure to follow is outlined in the Strategic Plan.
- 2.9. Attend the New Mexico Involvement Committee's annual Water Week meeting in New Mexico in May.
- 2.10. Represent RMSAWWA at the annual AWWA Conference.
- 2.11. Other duties as assigned by the Section Chair.

3. Written Reports/Communications:

- 3.1. Provide meeting materials and the final report for the strategic planning session conducted at the Summer Planning meeting. Procedures to follow are outlined in the Strategic Plan.
- 3.2. At a minimum, provide quarterly updates to the Governing Board regarding the status of the Section's Strategic Plan.
- 3.3. As required by Section Chair and/or Governing Board.

PAST CHAIR

1. Organization:

Term: One (1) year commencing after the Annual Conference

Reports To: Section Chair.

Succession: Current Section Chair elected by vote of general membership.

2. Responsibilities:

- 2.1. Attend all Section meetings.
- 2.2. Chair of the Nominating Committee
- 2.3. Chair of the Governing Documents Committee
 - Review and update the Section Roles and Responsibilities, Section By-laws and other policies and procedures, as necessary.
- 2.4. Voting member of the RMSAWWA Governing Board.
- 2.5. Perform liaison duties to assigned Committees as described for RMSAWWA Governing Board members in this document.
- 2.6. Other duties as assigned by the Chair.

3. Written Reports/Communications:

- 3.1. Present a list of potential candidates to the Board for discussion during the board meeting preceding the 75-day requirement for presenting final nominations to the Section Chair.
- 3.2. Submit Nominating Committee recommended nominations to Section Chair for each impending vacancy among the Section Officers at least 75 days before the next Annual Section Conference.
- 3.3. Provide draft updates to the Section Roles and Responsibilities, by-laws and other policies and procedures to the Board of Trustees and Officers during a business meeting of the Board.
- 3.4. Ensure Board Members are provided with updated documents or are provided with information on where the documents can be obtained in accordance with the Section's document control/records retention policy.

TREASURER

1. Organization:

Term: Two (2) years commencing after the Annual Conference.

Reports To: Section Chair.

Succession: Nomination made by the Nominating Committee. Elected by vote of the general membership.

2. Responsibilities:

- 2.1. Attend all Section meetings.
- 2.2. Carry on necessary correspondence not specifically the responsibility of others.
- 2.3. Assist the Executive Director in maintaining the Section's checking and investment accounts.
- 2.4. Assist the Executive Director, staff or any third-party accounting firm to promptly pay all proper amounts owed by the Section and account for all income and disbursements in an approved accounting manner.
- 2.5. Assist the Executive Director and Section Chair in coordinating committee work plans and developing the Section's annual budget.
- 2.6. Annually determine the minimum amount of the Reserve Fund and report that amount to the Finance Committee.
- 2.7. Serve as Treasurer on the Annual Conference Committee when RMSAWWA is the financial manager for the conference. Specifically, handle all matters of finance with regard to the conference.
- 2.8. Assist the Executive Director maintain 501(c)(3) designation and tax-exempt status as appropriate in Colorado, Wyoming, and New Mexico.
- 2.9. Assist in the annual external review of the Section's finances.
- 2.10. Voting member of the Section's Governing Board.
- 2.11. Perform liaison duties to assigned Committee Chairs as described for RMSAWWA Governing Board members in this document.
- 2.12. Assist the Executive Director and the Section Chair in managing and executing contracts as required in the Contract Negotiations Policy.

3. Written Reports/Communications:

- 3.1. Prepare internal mid-year actual versus budget (January 1 – June 30) at the Summer Planning Meeting and year-end financial reports for the Board and the Finance Committee at the Annual Business Meeting.
- 3.2. File Section's income tax reports and all required tax forms.
- 3.3. Submit quarterly budget status reports to the Board showing actual versus annual budget.

SECRETARY

1. Organization:

Term: Non-voting appointed position, typically assigned to Section staff. When appointed, the position is appointed by the Board of Trustees

May be combined with the role of Treasurer. If combined with Treasurer, the role of Secretary/Treasurer must be elected by the members

Reports To: Executive Director. In the absence of an ED, the Secretary reports to the Section Chair

Succession: None.

2. Responsibilities:

- 2.1. Attend all meetings of the Section and document proceedings.
- 2.2. Develop meeting minutes and provide copies to Board members and Committee Chairs, as applicable
- 2.3. In cooperation with the Executive Director, maintain the Section's necessary records, minutes, and files in accordance with the Section's Record Retention Policy.
- 2.4. Assist Awards Committee in the coordination of Section Awards to be distributed at the Annual Conference.
- 2.5. Coordinate with AWWA on the tenure awards for Gold Water Drop, Life Members, and Silver Water Drop.
- 2.6. Request approval of the nominated slate at the annual section meeting.
- 2.7. Oversee any ballots and voting by the general membership.
- 2.8. Other duties as assigned by the Chair.

3. Written Reports/Communications:

- 3.1. Prepare draft minutes of Section Board meetings within 2 weeks following date of meeting.
- 3.2. In the case of monthly Section Board meeting minutes, distribute final meeting minutes at least one week prior to next regularly scheduled meeting.

TRUSTEES

1. Organization:

Membership: At least one Trustee from each State provided there are members willing and able to serve; remaining Trustees from any of the three states, for a total of eight (8) Trustees.

Term: Four (4) years on a rotating basis, commencing after the Annual Business Meeting

Reports To: Section Chair.

Succession: Nomination made by the Nominating Committee. Elected by vote of the general membership during the Annual Business Meeting, at a fully noticed meeting, or other means permitted by law and approved by the Board of Trustees

2. Responsibilities:

- 2.1. Attend all Section meetings.
- 2.2. Liaison with members within Trustee's state, including assisting the Membership Committee (i.e., visiting potential members, calling past due members, discussing AWWA membership with appropriate groups).
- 2.3. Perform liaison duties to assigned Committees as described for RMSAWWA Governing Board members in this document.
- 2.4. Assist the Chair-Elect in planning the following year's program and structure by suggesting committee assignments and special programs needed by his/her state.
- 2.5. Voting member of the RMSAWWA Governing Board.
- 2.6. Assist the Awards Committee in selecting the recipients of the James B. Warner Scholarships
- 2.7. Provide a charitable donation in the amount of at least \$50 to a charity of their choice that supports the water community, including, but not limited to, Water for People, Water Equation, Community Engineering Corps, James B. Warner Scholarship Fund.
- 2.8. Other duties as assigned by Section Chair.

3. Written Reports/Communications:

- 3.1. Report selected winners of the James B. Warner Scholarships to the Governing Board and the Awards Committee.
- 3.2. As required by Section Chair.

COMMITTEE CHAIRS

1. Organization:

Term: Committee Chairs serve at the discretion of the Section Chair, usually for a term of three (3) years, commencing after the Annual Conference. Exceptions are noted in the specific committee descriptions.

Committee Chairs must be members of the Section.

Reports To: RMSAWWA Governing Board

Succession: Appointed by Section Chair

2. Responsibilities:

- 2.1. Ensure that the objective of committee functions is to implement the goals and purposes of the Section in conformance with all prescribed guidelines and applicable constraints of the Bylaws of the Section and AWWA.
- 2.2. Acceptance of a Committee Chair appointment presumes willingness by the appointee to contribute time, effort, and knowledge to advance the objectives of the committee and attain its goals.
- 2.3. Work with the Board and Executive Director to recruit additional members to their committees to assist them in carrying out their responsibilities.
- 2.4. Recommend a person to be appointed Committee Chair by the Section Chair prior to stepping down. Preferably, the person shall be a senior committee member.
- 2.5. Prepare and submit annual program objectives and draft budget to Treasurer by September 30 of each year.
- 2.6. Work with the committee's assigned liaison, as necessary.

3. Written Reports/Communications:

- 3.1. Committee meetings are held as deemed necessary and called by the Committee Chair. The number of meetings varies with the purpose and function of the committee.
- 3.2. Electronic reports of committee activities and accomplishments submitted to the Section Chair or the Section's Executive Director prior to the monthly board meetings. When requested by the Section Chair, Committee Chairs or their designate will attend board meetings to which they are invited.

- 3.3. Work with Section staff to highlight committee activities on the Section's website.
- 3.4. Work with Section staff to ensure that the Section's web page is kept current and that all events and announcements are posted in the appropriate location on the website. The process by which the website is updated is detailed in the Section's Communications Plan.
- 3.5. All contracts for any planned events shall be submitted for review and execution by the Section's Executive Director or the Treasurer and Section Chair in the absence of an Executive Director.

ACTION NOW COMMITTEE

1. Purpose: To provide information, educational workshops and training on operations, maintenance, and management of water systems to operators and other water system personnel.
2. Organization:
Membership: Committee Chair appointed by Section Chair.
Term: Three (3) years commencing following the Annual Conference.
Reports To: RMSAWWA Governing Board.
Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
 - 3.1. To carry out programs to assist the water utilities throughout the Rocky Mountain Section to evaluate and improve their utilities operations and/or operating practices.
 - 3.2. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
 - 4.1. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees.
 - 4.2. Work with Communications Committee to highlight committee activities on website.
 - 4.3. Submit monthly reports of committee activities to the Governing Board.
 - 4.4. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.

AWARDS COMMITTEE

1. Purpose: To acknowledge outstanding work by utilities and individuals in providing safe drinking water.

2. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities. If possible, this should include representation from all three states.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.

3. Responsibilities:

3.1. Solicit and review nominations for the annual Section awards and scholarships listed below:

- Ralph M. Leidholdt Water Treatment Plant Operator Award
- Outstanding Distribution System Operator Award
- Outstanding Water Treatment Plant Award
- Outstanding Water Laboratory Award
- Outstanding Water Treatment Plant Maintenance Award
- Alice Darilek Conservation Award
- One Operator Scholarship
- James B. Warner Scholarship
- Warner Associates Scholarship
- Outstanding Committee Chair

3.2. Recommend awardees after review by appropriate committee and/or Board members. One award winner will be named from the entire Section for each award except for the James B. Warner Scholarship, for which an awardee each is selected for a university student and an associate.

3.3. Assist in presenting the awards at the Annual Rocky Mountain Water Conference. Awards shall be as follows:

- Utility individual awardees and the Outstanding Committee Chair shall receive a one-day registration and lunch at the Annual Conference Business

- Lunch, a certificate, choice of an AWWA book from a pre-selected list, and a jacket
- WTP and Laboratory awardees shall receive a one-day registration including lunch at the Annual Conference Business Lunch for two people. In addition, the WTP or laboratory will be able to spend up to \$20 per employee for a group meal.
- Scholarship awardees shall receive a one-day registration including lunch at Annual Conference Business Lunch in addition to the scholarship money and a certificate.

3.4. Annually evaluate whether the Section and/or its members are eligible for any AWWA awards. If so, the committee will prepare and submit the necessary information to apply for the award. AWWA awards are listed at www.awwa.org.

4. Written Report/Communications:

4.1. Submit monthly reports of committee activities to the Governing Board.

COLORADO WATER UTILITY COUNCIL

1. **Purpose:** Develop programs to initiate, evaluate, respond, and comment within the framework of the Rocky Mountain Section and the Association policies on legislative, regulatory, and other matters which directly affect water utilities of Colorado.
2. **Organization:**

Membership: Any water purveyor located in Colorado that is a member of AWWA is eligible to become a member of the Colorado Water Utility Council. The Council's Executive Committee consists of Chair, Vice Chair, Secretary, and Past Chair. The Council also has a six-member Board of Directors.

Term: Officers serve one-year terms, with rotation through the chairs. Board members serve two-year terms.

Reports To: RMSAWWA Governing Board.

Succession: Officers and Board of Directors elected by council membership and approved by Section Chair.
3. **Responsibilities:**
 - 3.1. Develop policy positions among its members so as to affect the state and federal legislative and administrative processes. The Council works closely with individual member entities, as well as with the AWWA Water Utility Council.
 - 3.2. Ensure that RMSAWWA is listed in the Colorado Water Congress directory.
 - 3.3. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. **Written Report/Communications:**
 - 4.1. The Colorado Water Utility Council meets monthly and sends out an agenda and appropriate materials to each member monthly.
 - 4.2. Work with Communications Committee to highlight committee activities on website.
 - 4.3. Submit monthly reports of committee activities to the Governing Board.
 - 4.4. Annually submit a proposed budget to the Treasurer for approval by the Governing Board.

COMMUNICATIONS COMMITTEE

1. Purpose: To enhance the credibility of water professionals in the Rocky Mountain Section states by promoting RMSAWWA activities and events, assisting water providers with their public information activities, maintaining, and updating the RMSAWWA web site, and providing content for conferences and publications.
2. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
 - 3.1. Enhance the Section website to make it more usable by members and visitors.
 - 3.2. Maintain current information and post new information to the website as it becomes available.
 - 3.3. Provide a variety of technical resources linked to the website.
 - 3.4. Promote use of the website for information exchange.
 - 3.5. Communicate events and issues on behalf of the Section not only to the public but also to general membership and the water industry at large.
 - 3.6. Contribute articles, anecdotes, reports, and photographs to *Rocky Mountain Water Magazine*.
 - 3.7. Assist in coordinating publicity for the annual meeting.
 - 3.8. Assist water utilities in enhancing their image with their customers.
 - 3.9. Educate utilities regarding public relations techniques.
 - 3.10. Annually update Section's Communication Plan.
 - 3.11. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
 - 4.1. Work with Communications Committee to highlight committee activities on website.
 - 4.2. Submit monthly reports of committee activities to the Governing Board.
 - 4.3. Annually submit a proposed budget to the Treasurer for approval by the Governing Board.

COMPETITIONS COMMITTEE

1. Purpose: To plan and facilitate the annual regional competitions (i.e., Meter Madness, Tapping, Hydrant Hysteria and Top Ops) to determine who will represent the Section at AWWA ACE national competition.
2. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
 - 3.1. Coordinate with the Rocky Mountain Water Conference committee to plan and hold the regional competitions for Meter Madness, Hydrant Hysteria and Tapping as part of the Annual Conference.
 - 3.2. Coordinate, plan, and hold the regional competition for Tops Ops during the Spring, suggested as part of the short schools.
 - 3.3. Plan and hold an annual fundraising event to raise funds to support sending the winning teams to compete at AWWA ACE.
 - 3.4. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
 - 4.1. Provide revenue and expense receipts to RMSAWWA Treasurer following each event, along with number of attendees.
 - 4.2. Submit monthly reports of committee activities to the Governing Board.
 - 4.3. Annually submit a proposed budget to the Treasurer for approval by the Governing Board.

CONSERVATION COMMITTEE

1. Purpose: To share information about and enhance the value of water conservation and efficiency, provide opportunities for education and training for section membership, and to provide a network for conservation professionals.
2. Organization:

Membership: Committee Chair appointed by Section Chair. The Committee Chair shall appoint additional committee members as necessary to carry out activities and assigned responsibilities.

Term: Three (3) years each. The Vice Chairs shall serve staggered terms so that turnover is not in the same year.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
 - 3.1. To advance and disseminate knowledge and information on water conservation.
 - 3.2. To coordinate applicable projects and activities such as workshops or training courses useful to the Section membership and interested utilities.
 - 3.3. Provide guidance in the development of water conservation programs, practices, and research as they meet the needs of the Section membership.
 - 3.4. Coordinate with the Action Now Committee on their proposed training events calendar and to collaborate with them on their events for which subject matter expert participation by the Conservation Committee on selected water conservation and efficiency topics might be helpful and requested.
 - 3.5. Coordinate with the Awards Committee to review applications and select a winner for the Alice Darilek Conservation Award.
 - 3.6. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
 - 4.1. Work with Communications Committee to highlight committee activities on website.
 - 4.2. Submit monthly reports of committee activities to the Governing Board.
 - 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
 - 4.4. Provide revenue and expense receipts to RMSAWWA Treasurer following each event, along with number of attendees.

CUSTOMER SERVICE ACTIVITIES COMMITTEE

1. Purpose: To provide information, educational workshops, and training on the best practices with utility customer service professionals, to create outstanding customer service experiences.
2. Organization:

Membership: Committee Chair or Co-Chairs appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: One (1) year with option for appointment to two (2) additional terms.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
 - 3.1. Take lead role in establishing, providing, and promoting excellence in customer service within the Rocky Mountain Section.
 - 3.2. Coordinate four quarterly meetings and two networking events each year that provide content in accordance with the committee's purpose.
 - 3.3. Conduct monthly committee meetings to establish goals and objectives for the committee and facilitate long-range planning for the committee.
 - 3.4. Committee Chair will attend and participate in Section meetings and activities.
 - 3.5. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
 - 4.1. Work with Communications Committee to highlight committee activities on website.
 - 4.2. Submit monthly reports of committee activities to the Governing Board.
 - 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
 - 4.4. Provide revenue and expense receipts to RMSAWWA Treasurer following each event, along with number of attendees.

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

1. **Purpose:** The intent of the committee is to foster an inclusive environment within RMSAWWA, promote diversity in Section membership and support diversity within the water industry.
2. **Organization:** Rocky Mountain Section of American Water Works Association
Membership: Committee Chair appointed by RMSAWWA Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
Term: Three (3) years.
Reports To: RMSAWWA Governing Board.
Succession: Vice-chair position would be eligible to assume Chair position after a minimum of 1 year in the Vice-chair position.
3. **Responsibilities:**
 - 3.1. Promote inclusive and equitable practices in the organization through education, publications, and discussions. The committee will seek opportunities to review and advise on meetings, publications, and other communications.
 - 3.2. Develop and execute strategies to recruit and engage new members from underrepresented populations. This includes strategic outreach.
 - 3.3. Promote intentional efforts and implementation of responsibilities across the Section in all three states – Wyoming, Colorado, and New Mexico.
 - 3.4. Assist the membership committee in planning and implementing inclusive membership events which will attract a diverse population.
 - 3.5. Encourage participation on AWWA Diversity & Member Inclusion Committee calls as invitations are made available through AWWA.
4. **Written Report/Communications:**
 - 4.1. Work with Communications Committee to highlight committee activities on the website and in the Rocky Mountain Water magazine.
 - 4.2. Work with Communications Committee to celebrate diversity within the Section through publications.
 - 4.3. Submit monthly reports of committee activities to the Governing Board.
 - 4.4. Annually submit a proposed program and budget to the Executive Director for approval by the Governing Board.
 - 4.5. Provide revenue and expense receipts to the Executive Director following each event, along with number of attendees.

EXECUTIVE DIRECTOR LIAISON COMMITTEE

1. Purpose: Provides periodic guidance to the Executive Director (ED) on those Section business matters for which the ED seeks guidance and advice when the Section Chair is otherwise unavailable to provide such guidance and advice or chooses to defer to the ED Liaison Committee.
2. Organization:

Membership: Section Chair-Elect shall serve as Committee Chair. Other members shall include the Past Chair, Section Treasurer, and AWWA Director. Committee Chair shall appoint one (1) additional committee member from the RMSAWWA Governing Board as necessary to carry out assigned responsibilities. The term of the appointed member shall be limited to three (3) years.

Term: One year for the Chair-Elect, Past Chair, and three (3) years for all other members of this committee or for their remaining term of office.

Reports To: RMSAWWA Governing Board.

Succession: Incoming Chair-Elect will serve as Committee Chair.
3. Responsibilities:
 - 3.1. At the request of the ED, meet with the ED at least 2 weeks before each scheduled meeting of the RMSAWWA Governing Board, either virtually or in person, to review and discuss issues of concern by the ED and provide advice on their potential resolution.
 - 3.2. Be a ready resource to the ED when requested, on Section By-Laws, Policies, Guidelines, and historic precedents where such may impact pending decisions and executive actions by the ED.
 - 3.3. Provide guidance and advice to the ED when requested on resources within AWWA or within other Sections where such resources might assist the ED in carrying out the RMSAWWA Strategic Plan or near-term tactical objectives.
4. Written Report/Communications:
 - 4.1. The ED will prepare and submit a summary of each meeting to the Governing Board.

FINANCE COMMITTEE

1. Purpose: To verify the financial transactions of the Section, assist with bookkeeping procedures, and to assist with development of financial policies and guidelines for the Section.
2. Organization:

Membership: Committee Chair shall be the Past Treasurer or a Trustee currently serving on the Committee. Other committee members include Chair Elect, and current Treasurer. Section Chair will appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Two (2) years.

Reports To: RMSAWWA Governing Board.

Succession: Current Treasurer
3. Responsibilities:
 - 3.1. Review annual budgets submitted by Committee Chairs to the Treasurer.
 - 3.2. Review quarterly budget status reports provided by Treasurer.
 - 3.3. Oversee implementation of the Investment Policy and the Reserve Policy. Review the Investment Policy and Reserve Policy annually. Recommend revisions as appropriate.
 - 3.4. Review the mid-year and end-year reports of the Section's financial activities and accounts submitted by the Treasurer. The Chair Elect will be responsible for reviewing the reports for odd years and the Finance Committee Chair will be responsible for reviewing the reports for even years.
 - 3.5. Assist the Executive Director with ensuring the Section is meeting the fundraising legal requirements for all three States.
 - 3.6. Assist with coordinating an external review of Section finances every three years as required in Section Bylaws, and review the report produced by the accountants.
 - 3.7. Evaluate the financial review completed by an outside accountant and implement recommended changes, as necessary.
 - 3.8. Assist with contract review as needed.
 - 3.9. Assist with year-end tax filings in Colorado, New Mexico, and Wyoming, as needed.
4. Written Reports/Communications:
 - 4.1. Submit monthly reports of committee activities to the Board, as necessary.
 - 4.2. Present results of the mid-year and year-end reviews to the Governing Board at the Annual Winter Board Meeting and the Annual Conference.

GEORGE WARREN FULLER AWARD COMMITTEE

1. Purpose: In accordance with the AWWA Award Terms and Conditions, consider annually the selection of a Section member to receive the George Warren Fuller Award.
2. Organization:

Membership: The committee automatically includes, without appointment or activation by the Chair, the five most recent recipients with the most senior recipient serving as Chair of the committee. If the senior recipient is unable to serve as Committee Chair, the next most senior recipient is expected to serve as Committee Chair. If the five most recent recipients are not available to serve, the Committee member(s) may select additional members (to reach the five required members) from AWWA members who are leaders of the water works industry within the Section, with first consideration given to previous Fuller Award recipients.

Term: Five years, with one year serving as Chair of the Committee.

Reports To: Section Chair.

Succession: Most senior award recipient.
3. Suggested Ceremony for Presentation of the George Warren Fuller Award:
 - 3.1. As the most important of the Section awards, the Fuller Award should be the final award presented at the Section's annual conference event (typically the Rocky Mountain Water Conference) Opening General Session or Business Lunch
 - 3.2. To add prestige to the affair, the AWWA officer who is the official AWWA representative at the Section meeting should make the announcement. The AWWA officer should ask all former recipients of the Award, regardless of Section, to come forward and stand with the AWWA officer near the podium.
 - 3.3. To recall the purpose of the Award and its dedication, the AWWA officer should then present a brief statement on the character and accomplishments of George Warren Fuller and the AWWA officer's reflection of the criteria for the Award.
 - 3.4. To add drama to the occasion, the AWWA officer should then read a biographical sketch of the nominee for the Award, prepared so as to hide the identity of the nominee as long as possible.
 - 3.5. The AWWA officer should invite the recipient up to the podium to receive and affix the Fuller Award Pin on their person.
 - 3.6. The AWWA officer should then read the citation for the Award, congratulate the nominee, and permit them to acknowledge the honor.
 - 3.7. The Fuller Award Certificate is presented at an Awards Breakfast at the Association's Annual Conference, following which the Awardees are officially inducted into the George Warren Fuller Award Society.

4. Written Reports/Communications:

- 4.1. Proceedings of the Committee are confidential. The Committee transmits the award recipient's name to the Secretary after presentation of award.
- 4.2. The committee members are expected to create the presentation used by the AWWA Officer announcing the award. Childhood photos from close family and friends are appreciated as is a good-natured narrative around the recipient. The narrative is usually connected to water in some manner.

GOVERNING DOCUMENTS COMMITTEE

1. Purpose: The Governing Documents Committee is a Standing Committee chartered by the Section's Bylaws (See Article IX, Paragraph 9.3) whose purpose is to annually review all governing documents to ensure they are internally consistent with and in compliance with the AWWA Documents as defined by Article III, Paragraph 3.2 of the Section's Bylaws. This Committee is also responsible for reviewing all proposed amendments to the Section's Bylaws.
2. Organization:

Membership: Section Past Chair shall serve as Committee Chair. Other members shall include the Section Treasurer and one (1) Trustee from each State serving on the RMSAWWA Board of Trustees. The Section Chair shall appoint the Trustee members.

Term: One year for the Past Chair and two (2) years for all other members of this committee or for their remaining term of office.

Reports To: RMSAWWA Board of Trustees.

Succession: Incoming Past Chair will serve as Committee Chair.
3. Responsibilities:
 - 3.1. Meet at least twice a year either in person or virtually to review the Section's Policies, Bylaws, and Section Roles and Responsibilities for consistency with each other and with the AWWA Documents. Include Executive Director in discussions regarding proposed changes.
 - 3.2. Provide a written report to the Board of Trustees and Executive Director that summarizes any recommended changes to each as needed to conform to the AWWA Documents and a proposed schedule for adoption.
 - 3.3. For proposed changes to the Section's Bylaws, meet virtually or in person within 30 days of receiving a proposed change and provide a written recommendation to the Board of Trustees concerning its adoption along with a schedule and steps for adoption.
 - 3.4. At the direction of the Board of Trustees, follow the specific procedure set forth in Article XII of the Section's Bylaws for review and approval by the AWWA Executive Committee of any proposed changes to the Bylaws.
 - 3.5. Once approval for proposed changes to the Bylaws is received from the AWWA Executive Committee, coordinate steps for voting and acceptance by the RMSAWWA membership at the next annual business meeting. These steps will nominally include publishing proposed changes to the Bylaws:

- On the Section's website at least 30 days prior to the Annual Conference Business meeting
- In the July-August issue of Rocky Mountain Water Magazine

4. Proposed changes to Roles and Responsibilities and Policy documents require minimum of two committee members to review the document prior to submission to the Board for approval
5. Written Report/Communications:
 - 5.1. Submit monthly reports of committee activities to the Governing Board.
 - 5.2. Submit copies of proposed changes to the Section's Executive Director

MEMBERSHIP COMMITTEE

1. Purpose: To recruit new members to the organization, retain members, and engage current members to be actively involved in RMSAWWA and advance RMSAWWA's diversity, equity, and inclusion (D, E & I) efforts.

2. Organization:

Membership: Committee Chair appointed by Section Chair. The Committee Chair shall appoint two (2) representatives, who shall reside in and represent the states the Chair does not reside in. The D, E & I subcommittee chair to be appointed by Section Chair and along with subcommittee members be active members of the membership committee.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.

3. Responsibilities:

3.1. Assist staff in developing and carrying out programs throughout the Section to promote membership

3.2. Select and recommend to the Governing Board the recipients of the following Section membership awards to be presented at the Annual Conference Business Lunch:

- Dana E. Kepner Award - Given annually to the section member who contributes most to the overall section membership achievement goals.
- Annual State Membership Contest (Traveling Trophy Award) - Awarded to one of the three member states that shows the greatest annual percentage increase of new members in that state. The award is received by a representative of the State as recommended by the committee and approved by the Section Chair.

3.3. Plan and hold an annual membership appreciation event to coincide with AWWA Membership Appreciation Week typically in the fall.

3.4. Assist staff in managing the membership booth at the Annual Conference.

3.5. Assist staff in preparing a list of committee openings to post on website and disseminate at events to encourage membership engagement

3.6. Develop and send out a welcome letter to new members.

4. Written Reports/Communications:

4.1. Work with Communications Committee to highlight committee activities on website.

4.2. Submit monthly reports of committee activities to the Governing Board.

- 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
- 4.4. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees

NEW MEXICO ONE WATER COMMITTEE

1. Purpose: Provide supervisory and leadership training to management of water systems to operators and other water system personnel.
2. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
 - 3.1. Advance and disseminate knowledge and information regarding the management of water treatment personnel.
 - 3.2. Help the water industry focus on emerging water quality issues associated with monitoring, motivating, and supervising water professionals.
 - 3.3. Hold at least one training event annually.
 - 3.4. Hold at least one virtual event annually to provide training that is easily accessible to the entire section.
 - 3.5. Actively seek sponsorships to reduce the cost of events and encourage section wide participation.
4. Written Report/Communications:
 - 4.1. Work with Communications Committee to highlight committee activities on website.
 - 4.2. Submit monthly reports of committee activities to the Governing Board.
 - 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board
 - 4.4. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees

NOMINATING COMMITTEE

1. Purpose: To select new Board members to fill vacancies.
2. Organization:

Membership: Committee Chair shall be the current Past Chair. Committee shall be composed of up to six (6) Section members including Chair-Elect, Past-Past Chair, Section Director, and two at-large members. At-large members shall be appointed by the Committee Chair to assure representation from all states.

Term: One (1) year.

Reports To: Section Chair.

Succession: Current Section Chair.
3. Responsibilities:
 - 3.1 At least sixty (60) days prior to the next Annual Section Conference, the Committee shall arrange for the selection of one (1) eligible candidate for each office to be filled and shall present these nominations to the Section Chair for action by the membership. Eligible candidates shall be:
 - AWWA members in good standing.
 - Have appropriate experience for the position.
4. Written Reports/Communications:
 - 4.1. Present a list of potential candidates to the Chair and Executive Director for discussion during a Section Board Meeting. A questionnaire is available for interested candidates to complete.
 - 4.2. Submit monthly reports of committee activities to the Governing Board, as necessary.

RESILIENCE AND RISK COMMITTEE

1. Purpose: The purpose of the Resilience and Risk Committee is to provide subject matter advice about important issues related to system resiliency, emergency preparedness, cybersecurity, alternative sustainable power, climate change, resilience and adaptive management planning to mitigate and adapt to risk, and inform the Association's training, events, and advocacy work.

2. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.

3. Responsibilities:

3.1 Build awareness and understanding so that water users, water sector practitioners, regulators and elected officials make informed decision on cybersecurity, alternative sustainable power, climate change adaptation and mitigation, system resiliency, and emergency preparedness measures to manage risks affecting water sources and systems.

3.2 Facilitate the exchange of knowledge so that RMSAWWA has a competent and sustainable workforce, and water sector practitioners have opportunity to access information and obtain necessary knowledge to implement practical actions to mitigate cybersecurity vulnerabilities, improve system resiliency, know how to prepare and recover from infrastructure failure, and adapt to the impacts of climate change.

3.3 Encourage and facilitate member engagement so that members have a collective voice for risk and resilience issues, and RMSAWWA has an influential and cohesive network to mitigate, adapt to all risks and support emergency preparedness.

3.4 Maintain strong connections to AWWA so that there is a collaborative approach to shared national and international water resilience and risk issues.

3.5 Provide industry resources such as standards, news postings, best practice guidelines or research articles for posting on the RMSAWWA website.

3.6 Influence government decisions makers by providing input to government policy/regulation related to water risk and resilience by coordinating with the Colorado Water Utility Council, federal and state agencies such as, but not limited to: Cybersecurity and Infrastructure Security Agency (CISA), National Institute of Science and Technology (NIST), Colorado Department of Public Health and Environment (CDPHE).

3.7 Act as a water risk and resilience resource to the RMSAWWA.

4. Written Report/communications:

- 4.1 Work with Communications Committee to highlight committee activities on website.
- 4.2 Submit monthly reports of committee activities to the Governing Board.
- 4.3 Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
- 4.4 Provide revenue and expense receipts to RMSAWWA Treasurer following each event, along with number of attendees.
- 4.5 Submit a minimum of one article per year to the Rocky Mountain Water Magazine.

Approved: March 14, 2025

STUDENT CHAPTERS

*Specific roles and responsibilities for RMSAWWA members assigned to coordinate with the Section's Student Chapters will be further defined and developed during 2022-23 and incorporated into a subsequent edition of **Section Roles and Responsibilities***

SUPERVISORY LEADERSHIP COMMITTEE

1. Purpose: Provide supervisory and leadership training to management of water systems to operators and other water system personnel.
2. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
 - 3.1. Advance and disseminate knowledge and information regarding the management of water treatment personnel.
 - 3.2. Help the water industry focus on emerging water quality issues associated with monitoring, motivating, and supervising water professionals.
 - 3.3. Hold at least one training event annually.
 - 3.4. Hold at least one virtual event annually to provide training that is easily accessible to the entire section.
 - 3.5. Actively seek sponsorships to reduce the cost of events and encourage section wide participation.
4. Written Report/Communications:
 - 4.1. Work with Communications Committee to highlight committee activities on website.
 - 4.2. Submit monthly reports of committee activities to the Governing Board.
 - 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board
 - 4.4. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees

SUSTAINABLE WORKFORCE COMMITTEE

1. **Purpose:** Provide information and training on the challenges and successful approaches to building a sustainable water sector workforce for all organizations within the three (3) states of the Section.
2. **Organization:**

Membership: Committee Chair appointed by RMSAWWA Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member can assume Chair position with approval by RMSAWWA Chair.

Vice Chair solicited from committee members and identified to the RMSAWWA Board by Committee Chair.

Secretary solicited from committee members and identified to the RMSAWWA Board by Committee Chair.
3. **Responsibilities:**
 - 3.1. To advance and disseminate knowledge and information regarding the core components of a sustainable water sector workforce, including recruiting, retention, competency (training/professional development), and collaborative partnerships.
 - 3.2. To help the water sector meet the challenges of building and growing a sustainable workforce.
 - 3.3. Hold at least one training event annually.
 - 3.4. Participate in the annual Rocky Mountain Water Conference.
4. **Written Report/Communications:**
 - 4.1. Work with Communications Committee to highlight committee activities on website, as well as submit articles to the Rocky Mountain Water magazine.
 - 4.2. Submit monthly reports of committee activities to the RMSAWWA Governing Board.
 - 4.3. Annually submit a proposed program and budget to the Executive Director for approval by the RMSAWWA Governing Board.
 - 4.4. Provide revenue and expense receipts to the Executive Director following each event, along with the number of attendees.

WATER DISTRIBUTION COMMITTEE

1. Purpose: Provide information and training to personnel responsible for water distribution systems that will help them remedy short-term water delivery issues, systematically eliminate long-term water delivery issues, and to optimize water quality in the system
2. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.
3. Responsibilities:
 - 3.1. To advance and disseminate knowledge and information regarding design, operation and maintenance of water distribution systems.
 - 3.2. To help the water industry focus on water quality in the distribution system.
 - 3.3. Hold at least one training event annually.
 - 3.4. Coordinate with the Action Now Committee on their proposed training events calendar and to collaborate with them on their events for which subject matter expert participation by the Water Distribution Committee on selected water distribution topics might be helpful and requested
 - 3.5. Coordinate with the Awards Committee to review applications and select a winner for the Outstanding Distribution System Operator Award.
4. Written Report/Communications:
 - 4.1. Work with Communications Committee to highlight committee activities on website.
 - 4.2. Submit monthly reports of committee activities to the Governing Board.
 - 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
 - 4.4. Provide revenue and expense receipts to the Treasurer following each event, along with number of attendees.

WATER TREATMENT COMMITTEE

1. Purpose:

Provide technical information and training to personnel responsible for water treatment systems.

2. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.

3. Responsibilities:

- 3.1. Advance and disseminate knowledge and information regarding design and operation of water treatment plants.
- 3.2. Help the water industry focus on emerging water quality issues associated with water treatment.
- 3.3. Hold at least one training event annually.
- 3.4. Coordinate with the Action Now Committee on their proposed training events calendar and to collaborate with them on their events for which subject matter expert participation by the Water Treatment Committee on selected water treatment topics might be helpful and requested.
- 3.5. Coordinate with the Awards Committee to review applications and recommend a winner for the Ralph M. Leidholdt Award that recognizes a person for outstanding performance as a water treatment plant operator, Outstanding Water Treatment Plant Maintenance Award that recognizes a person for outstanding maintenance at a water treatment plant, and the Outstanding Water Treatment Plant Award that recognizes a water treatment plant for exceptional performance, dedication, and teamwork,

4. Written Report/Communications:

- 4.1. Work with Communications Committee to highlight committee activities on website.
- 4.2. Submit monthly reports of committee activities to the Governing Board.
- 4.3. Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
- 4.4. Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees.

WESTERN COLORADO WATER AND WASTEWATER CONFERENCE COMMITTEE

1. Purpose:

To plan and conduct the annual Western Colorado Water and Wastewater Conference (WCWWC) in collaboration with the RMWEA.

2. Organization:

Membership: Committee Co-Chairs appointed by RMSAWWA Chair and RMWEA President, respectively. Committee Co-Chairs shall recruit additional committee members as necessary to carry out responsibilities.

Term:

Through 2024 only. This document will be revised in January 2025.

Reports To: RMSAWWA and RMWEA Governing Boards, respectively.

Succession: To be established with rewrite in 2025.

3. Responsibilities:

3.1 RMSAWWA Responsibilities:

- All conference management and fiduciary decisions will be made by the RMSAWWA Board, or by the WCWWC RMSAWWA Co-Chair acting on its behalf.
- RMSAWWA will acquire insurance for the event through AWWA. RMWEA is not covered at all by RMSAWWA / AWWA insurance.
- RMSAWWA will execute all contracts associated with this event.
- RMSAWWA will be responsible for registration activities for the event.
- Conference promotion to members: Work with RMSAWWA staff to highlight committee activities on RMSAWWA websites, social media sites, email/newsletters, etc.
- Conference sponsor and exhibitor solicitation

3.2 RMWEA Responsibilities:

- RMWEA Co-Chair acts as a liaison to the RMWEA Board to keep the organization informed about status of conference planning on a schedule determined by the RMWEA Board.
- Committee member participation in all WCWWC meetings
- With help from RMSAWWA staff, share marketing materials for posting on RMWEA websites, social media sites, email/newsletters, etc.
- Conference sponsor and exhibitor solicitation

3.3 Financial

- Committee Co-Chairs will submit a proposed budget for the coming year's conference for approval by the RMSAWWA Governing Board.
- Committee Co-Chairs are responsible for managing the conference finances.
- RMSAWWA Co-Chair responsible for reviewing and approving any reimbursement requests (with associated receipts) and sending to RMSAWWA staff.
- In exchange for RMWEA's volunteer time assisting with the conference, RMWEA members will receive:
 - Member discount pricing for its members to attend WCWWC
 - Logo placement on the conference website of both associations, conference materials such as banner and signs, and social media and newsletters.

4. Written Reports / Communications

- Committee Co-Chairs will submit monthly reports of committee activities to the RMSAWWA and RMWEA Governing Boards as may be requested.

WYOMING WATER COMMITTEE

1. Purpose: To provide information, educational workshops and training on operations, maintenance, and management of water systems to operators and other water sector personnel
2. Organization:
Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.
Term: Two (2) years
Reports To: RMSAWWA Governing Board
Succession: Committee member appointed Committee by Section Chair
3. Responsibilities:
 - 3.1 Advance and disseminate knowledge and information regarding the management of water systems to operators and other water sector personnel.
 - 3.2 Help the water industry focus on emerging water industry issues.
 - 3.3 Hold at least one training event annually.
 - 3.4 Actively seek sponsorships to reduce the cost of events and encourage Section-wide participation.
4. Written Report/Communications:
 - 4.1 Work with the Communications Committee to highlight committee activities on the website, social media outlets, and Rocky Mountain Water magazine.
 - 4.2 Submit monthly reports of committee activities to the Section Governing Board.
 - 4.3 Annually submit a proposed program and budget to the Executive Director and Section Treasurer for approval by the Section Governing Board.
 - 4.4 Provide revenue and expense receipts to staff following each event, along with number of attendees.

YOUNG PROFESSIONALS COMMITTEE

1. Purpose:

To encourage students and younger or newer water industry professionals to be active in RMSAWWA

2. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.

3. Responsibilities:

- 3.1. To provide opportunities for members to meet and network
- 3.2. To assist with planning a young professionals track and event in coordination with RMWEA's Young Professionals committee at the Annual Conference.
- 3.3. To plan and host at least one training event annually.
- 3.4. Coordinate with RMWEA's Young Professional Committee to nominate a winner for the Young Professional of the Year Award.

4. Written Report/Communications:

- 4.1 Work with Communications Committee to highlight committee activities on website and in the Rocky Mountain Water magazine.
- 4.2 Submit monthly reports of committee activities to the Governing Board.
- 4.3 Annually submit a proposed program and budget to the Treasurer for approval by the Governing Board.
- 4.4 Provide revenue and expense receipts to the Treasurer following each event, along with number of attendees.

XXX COMMITTEE (TEMPLATE)

5. Purpose:

6. Organization:

Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.

7. Responsibilities:

8. Written Report/Communications: